

Expenditure Itemization Summary

Grant Title:

Grant Number:

Dates Expenses Incurred Between:

Associated with Payment Request #

Task 1.1

Vendor and Expense Description	Invoice Date	Invoice Number	Proof of Payment	Grant Expense Claimed	Match Expense Claimed
				\$	\$
				\$	\$
Subtotal				\$0	\$0

Task 2.1

Vendor and Expense Description	Invoice Date	Invoice Number	Proof of Payment	Grant Expense Claimed	Match Expense Claimed
				\$	\$
				\$	\$
Subtotal				\$0	\$0

Task 3.1

Vendor and Expense Description	Invoice Date	Invoice Number	Proof of Payment	Grant Expense Claimed	Match Expense Claimed
				\$	\$
				\$	\$
Subtotal				\$0	\$0

Task 4.1

Vendor and Expense Description	Invoice Date	Invoice Number	Proof of Payment	Grant Expense Claimed	Match Expense Claimed
				\$	\$
				\$	\$
Subtotal				\$0	\$0

Task 5.1 (Personnel)

Position Title and Duties	Hours	Rates with Benefits	Staff's Names	Grant Expense Claimed	Match Expense Claimed
				\$	\$
				\$	\$
Travel Expense Description (see attached Travel Log)				\$0	
					\$
					\$
Subtotal				\$0	\$0

Task 6.1

Vendor and Expense Description	Invoice Date	Invoice Number	Proof of Payment	Grant Expense Claimed	Match Expense Claimed
				\$	\$
				\$	\$
Subtotal				\$0	\$0

Grant eligible expenses total: \$0

Match eligible expenses total: \$0

CERTIFICATION

I certify that the above information is correct and that all funds received have been expended in accordance with the Grant Agreement.

Signature of Person Authorized by Resolution

Date Signed

- Include copies of all invoices and proof of payments with applicable task number on each invoice and proof of payment.
- Denote cancelled check numbers; or other documentation numbers for proof of payment column.
- Denote whether the expenses incurred are to be reimbursed as **grant** funds or **match** funds.
- A Grant Payment Request Form signed by the person authorized in the resolution is required for reimbursement.
- Enclose required forms for reimbursement (e.g. Recycled-Content Certification, Reliable Contractor Declaration, Personnel Expenditure Summary, General Checklist of Business Permits, Licenses, and Filings, etc.).